

## RevCom Reviewer Tips

### Purpose

This document provides explanations for some reviewer functions and known issues regarding RevCom 5 (version 5 of the Review and Comment System).

### Task Based Login

The login screen has changed from a role-based login to a new-task based login. We hope this change aids in understanding the terminology of RevCom roles and responsibilities.

Review Documents - For subject matter experts (**SMEs**): Review and comment on any draft documents assigned to you or open for comments.

Consolidate Comments - For **Coordinators**: Review and consolidate comments that have been submitted to you from your organization and create your comments package(s) to send to the document author(s).

Respond to Comments - For **Authors**: Review and respond to comments on your documents that have been submitted to you from Coordinators and other reviewers in the Department.

Load New Document - For **Administrators**: After you receive a new or revised version of a document from the author, load the document into the system and set up the review process.

Coordinate Review - For **Administrators**: Setup or change the review for one or more documents, set up user accounts, assign users and organizations to review documents, set or change due dates, send notifications to reviewers, etc.

Help and Support - For **all users**: Read online help, download user guides, and contact Technical Support.

### The Document List

The *Document List* screen is the main screen for selecting documents to review. It lists the documents to which your organization has been assigned to comment on, as well as other documents available for comment. The *Document List* is organized according to review status, and identifies document versions by ID, title, and due date. The review status values are:

- Open for Comment - Document versions that are open for comment.
- Comment Resolution - Document versions that are no longer open for comment and for which comments are being resolved and responded to by the Author.
- Completed - Document versions that have completed their review cycles.
- Cancelled - Document versions for which the review cycle has been cancelled prior to completion.
- Withdrawn - The list of documents that have been withdrawn, along with each of their versions, from all RevCom review processes.
- Final - The list of documents that have completed the review cycles.  
In addition, there are two columns for most of the above review states:
- Assigned Documents - This column lists documents and versions that are assigned to you or your organization.
- Other Documents - This list is for documents and versions that are in the system, but have not been assigned to you or your organization.

### Role-Based Users Guides

Users guides for the various RevComs role are available from the Help menu > RevCom Help item. These user guides are formatted in Adobe Acrobat PDF, the reader for which is available at the URL, "<http://www.adobe.com/products/acrobat/readstep2.html>".

### New Reports

There are three new reports available in RevCom 5:

- Document Status - lists each document in the RevCom system by title and defining information such as, number of accesses to date; number of total, major, and minor

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comments; workflow status; planned and actual dates the document entered (or will enter) each of the workflow states

- Document History – view a history of the document and its versions
- Planner – view a Gantt chart representation of the schedule of recent past, current, and near future document reviews, available in 3, 6, 9, and 12-month time frames.

### Survey Questions

Numeric, single-choice, and multiple-choice survey questions can be included with each section of the documents being reviewed (e.g., estimated implementation costs, applicability).

### Comment Package Organization

Delegate and SME comments can be reviewed, edited, and marked for inclusion in the organization comment package and no copy-and-paste is required. Users can now make multiple comments on each paragraph or section of a document being reviewed. RevCom 5 adds a Word processor for entering and editing comments.

### Menu Items

Not all menu items are available all the time. Some are only available at the document level and you must first select the document you are working with. Some may not be available because the feature is not available to your role type or the feature is no longer available due to the document status in the system.

### Adding Comments

To add a comment, click on the "Add Comment" button on the Comment Entry page. This action brings up the Word processor text editor area at the bottom of the Comment Entry page. Be sure to click the "Save" button after writing a comment to write it into the RevCom system.

### Include/Exclude Comments

Coordinators will review others' comments and will want to include or exclude those comments from their organizations' review packages. When you are on the comments entry page, the default is set to not include any comments. If you like everything everyone has said, click "Include All". If you want to include only specific comments and not others, click the checkbox next to the comment you wish to include. If you change your mind, click "Exclude All". The most important thing to remember is to click "Save" when any of the above actions are taken.

### Switching from Major to Suggested Comments

Be sure to click the "Save" button prior to switching from major to suggested comments if you have made any changes since the last time you clicked "Save".

### Edit/Delete Comments

You can edit comments submitted to you from your organization. You can edit or delete your own comments. You must click "Save" after performing these functions.

### Submit Package

When your review is complete, use the "Submit Package" from the Version menu to forward your comments package up the review hierarchy.

### Time Out

Enhanced security is provided using a time out on RevCom. This time-out is set for 60 minutes.

### Section Text Popup Window

When the comment entry page first comes up, the section text is not displayed. If you would like to view the section text, click on either the "View Section" button or the Document Title near the top of the Comment Entry page. The "View Section" button will bring up the section content in a separate browser window. Clicking on the Document Title will bring up the complete document in a separate browser window.